

## 730 83 RELIGIOUS MINISTRY FACILITIES (sq.m./SF)

Project Review: EFD -- CHIEF OF CHAPLAINS (OP-097) -- NAVFAC HQ (15)

Commandant of the Marine Corps (CMC) code LFL

Design Criteria: NAVFAC DM 37.06 (Will be revised to Mil-Hdbk - 1037/6 Religious Ministry Facilities)

**I. RELIGIOUS MINISTRY FACILITIES (RMF).** Department of the Navy Policy is that commanders and commanding officers will provide for the free exercise of religion by sea service personnel and their dependants through Command Religious Programs. Religious Ministry Facility (RMF) is a generic term for facility assets used to support Command Religious Programs. RMFs must therefore accommodate the religious rights and needs of a multi-faith, inter-generational, culturally diverse sea service population.

**Space Criteria** for RMFs are determined by five factors: **Population** for whom ministry will be provided, **types of religious programming** to be provided, **environmental factors**, **number of seats** in each RMF, and **number of RMFs** at the installation.

**Chief of Chaplains** as technical sponsor for RMFs and Director of Religious Ministries for the Department of the Navy under SECNAVINST 1730.7 will make the final determination of the number, and size of each RMF at an installation, and the allocation of space within each RMF.

**RMFs within hospitals** are treated as a unique requirement.

### **A. INSTALLATION POPULATION**

1. **Installation population** is defined as military strength assigned to the military installation plus their dependents.
2. For **multiple installations** located in the same geographic area, installation population is defined as the military strength, plus their dependents, for whom ministry should be provided at the RMF. The **Chief of Chaplains** will decide which military strength, plus their dependents, will be used to calculate each installation's space allowance for an RMF(s) when there are multiple installations in the same geographic area. This should be determined when developing the Basic Facilities Requirement (BFR). The same military strength can never be used to justify a space allowance for RMFs at more than one installation. Ministry provided for personnel and their dependents remains the responsibility of the command to which the personnel are attached.
3. For **Training installations**, a weighted average on board count of students should be included in the military strength.
4. **Authorized civilian personnel**, and their dependents, shall be included in the population count when dependent on the military installation for religious support.

### **STEP 1: Determine Installation Population**

- Using the definitions above, determine the **military strength** (and civilian when applicable) for whom ministry will be provided at the RMF(s).
- Determine the number of **dependents** from actual **Family Housing Survey figures**. If actual data is unavailable, estimate the number of dependents by first determining the number of military personnel (and civilian when applicable) with dependents. Multiply this number by Navy and Marine Corps service-wide average number of dependents (currently **2.6**).

- Add the **military strength** (civilian when applicable) with the **dependents** from the steps above to determine the **Total Installation Population** = \_\_\_\_\_ **pn.**

## **B. ENVIRONMENTAL ADJUSTMENT FACTORS (EAFs)**

1. The **EAF** is based on the number of **major faith group facilities** in the surrounding civilian community within **8 km (5 miles)** of the installation gate. For this criteria, use only these major faith groups: **Baptist/Independent Fundamentalists, Disciples of Christ/Methodist/Presbyterian/United Church of Christ, Episcopal/Lutheran/Pentecostal, and Roman Catholic.**

### **2. Factors determining Geographical Distribution of Housing**

|                                 |  |
|---------------------------------|--|
| <b><u>CLOSE</u></b>             | <b>80% or more of installation population reside on installation or within a distance of <b>three kilometers (two miles)</b>.</b>  |
| <b><u>NORMAL</u><br/>three</b>  | <b>Less than 80% of installation population reside on installation or within a distance of <b>kilometers (two miles)</b> but more than 40% reside within a distance of <b>eight kilometers (five miles)</b>.</b> |
| <b><u>DISTANT</u><br/>eight</b> | <b>Less than 40% of installation population reside on installation or within a distance of <b>kilometers (five miles)</b>.</b>   |

### **STEP 2: Use EAFs to adjust installation Population**

- Count the number of **major faith groups** which have at least one facility within **eight kilometers (five miles)** of the installation gate.
- Determine the **housing distribution** from the definitions above.
- **Refer to Table 730-83A** below. Find the number of major denomination churches determined and read across the table to find the **Housing Adjustment**. **Multiply this factor** by the **total installation population** (determined in STEP 1) which will give you an **Adjusted Installation population** = \_\_\_\_\_ **pn.**

TABLE 730-83A  
Environment Adjustment Factors for RMFs

|   | <b>HOUSING</b> |               |                |
|---|----------------|---------------|----------------|
| Number of <b>major faith group facilities</b><br>in the surrounding civilian community<br>within <b>8 kilometers (5 miles)</b> of the<br>installation gate. | <b>CLOSE</b>   | <b>NORMAL</b> | <b>DISTANT</b> |
| 0   | 1.00           | 0.69          | 0.46           |
| 1   | 0.84           | 0.63          | 0.43           |
| 2   | 0.76           | 0.58          | 0.38           |
| 3   | 0.69           | 0.52          | 0.35           |
| 4   | 0.61           | 0.46          | 0.30           |
| 5   | 0.53           | 0.40          | 0.26           |

### C. NUMBER OF RMFs

**STEP 3: Determine Total Number of Common Assembly Seats** below:

- Use **Adjusted Installation Population** (STEP 2) and **Table 730-83B** to determine the total number of **Common Assembly seats** = \_\_\_\_\_ for the installation (column 2, Table 730-83B).

TABLE 730-83B  
Number of Seats in Common Assembly Areas at an Installation

| Column 1.<br>Adjusted<br>Installation<br>Population | Column 2<br>Number of<br>Common Assembly<br>Seats | Column 1 (cont.)<br>Adjusted<br>Installation<br>Population | Column 2 (cont.)<br>Number of<br>Common Assembly<br>Seats |
|---|---|--|---|
| Up to 500   | 35  | 13,001 to 14,000   | 1,800   |
| 501 to 1,000  | 200   | 14,001 to 15,000   | 2,000   |
| 1,001 to 1,500                                      | 300   | 15,001 to 16,000   | 2,100   |
| 1,501 to 2,000                                      | 400   | 16,001 to 17,000   | 2,100   |
| 2,001 to 2,500                                      | 500   | 17,001 to 18,000   | 2,200   |
| 2,501 to 3,000                                      | 600   | 18,001 to 19,000   | 2,200   |
| 3,001 to 3,500                                      | 700   | 19,001 to 20,000   | 2,300   |
| 3,501 to 4,000                                      | 800   | 20,001 to 21,000   | 2,400   |
| 4,001 to 5,000                                      | 900   | 21,001 to 22,000   | 2,400   |
| 5,001 to 6,000                                      | 1,000   | 22,001 to 23,000   | 2,500   |
| 6,001 to 7,000                                      | 1,100   | 23,001 to 24,000   | 2,500   |
| 7,001 to 8,000                                      | 1,200   | 24,001 to 25,000   | 2,600   |
| 8,001 to 9,000                                      | 1,300   | 25,001 to 26,000   | 2,700   |
| 9,001 to 10,000                                     | 1,400   | 26,001 to 27,000   | 2,700   |
| 10,001 to 11,000                                    | 1,500   | 27,001 to 28,000   | 2,800   |
| 11,001 to 12,000                                    | 1,600   | 28,001 to 29,000   | 2,900   |
| 12,001 to 13,000                                    | 1,700   | 29,001 to 30,000   | 3,000   |
|   |   | For each additional 1,000 add                              | 60  |

**STEP 4: Determine Number of RMFs**

- Use the total number of seats in common assembly areas at an installation (**STEP 3**), the installation's mission, the types of religious programming required to adequately meet the religious needs and rights of assigned sea service personnel and their dependents, and economical considerations to determine the number of RMFs. RMFs will normally be built in one or a combination of several sizes up to a maximum of 600 seats in common assembly areas, ie., the sum of the seating in all of the common assembly areas within the RMF should generally not exceed 600 seats. Smaller size RMFs are intended primarily for use at small installations. For example, to satisfy a requirement for 1200 seats, two 600 seat RMFs should be planned rather than three 400 seat RMFs on a typical Navy base; a 1200 seat RMF is more practical at a training center. **Typically RMFs will be built with the largest common assembly space seating from 250pn to 500pn.** Some installations, such as training centers, may want the convenience of one large RMF assembly area under one roof to accommodate the different congregations in separate areas. Except in unique situations, and with the concurrence of the Chief of Chaplains, the total requirements at an installation will not exceed that authorized by Table 730-83C.

#### **D. SPACE ALLOCATION FOR RMFs**

1. RMFs are comprised of six (6) different types of spaces (an approximate percentage of total space is in parenthesis): **1. Worship** (35-85%), **2. Religious Education** (10-40%), **3. Pastoral Counseling** (1-12%) **4. Fellowship** (1-20%) **5. Pastoral Administration** (1-20%), and **6. Utility/Support** (1-5%). Adequate and appropriate provisions for all six types should be provided within the criteria. These are contingent on the mission of the installation, religious programming, and needs/rights of assigned personnel and their dependents. **The Chief of Chaplains will decide space allocations within RMFs.**

2. Within each of the six different types of spaces, part of the requirement will depend primarily upon the **number of RMFs at an installation** and part of the requirement will depend primarily upon the **adjusted installation population**. Examples of the former include **sacristy, reconciliation room, chancel, reception, and kitchen**. Examples of the latter include **religious education spaces, chaplain's offices and fellowship halls**. Thus the square foot requirement for each RMF has two separate components each of which must be determined separately.

#### **STEP 5: Determine Total First Component Requirements Based Primarily upon the Number of RMFs**

- Use the **number of seats for each RMF** (STEP 4) to determine the **first component** of the gross square foot requirement for the RMF from Column 2 in Table 730-83C. The first component is that portion of the requirement which is primarily dependent upon the number of common assembly seats in that RMF. First component total of **RMF Gross Area Requirement** = \_\_\_\_\_ (sum of the first components of RMF Gross Req. for each RMF).

TABLE 730-83C  
First Component of RMF Gross Area Requirement (for each RMF)

| Column 1.<br>Number of<br>Assembly Seats | Column 2<br>First Component<br>RMF Gross Area |        |
|--|---|--------|
|  | sq.m.   | SF     |
| 35                                       | 186   | 2,000  |
| 200                                      | 604   | 6,500  |
| 300                                      | 794   | 8,550  |
| 400                                      | 948   | 10,200 |
| 500                                      | 1,070   | 11,500 |
| * 600                                    | 1,240   | 13,320 |
| 700                                      | 1,370   | 14,700 |
| 800                                      | 1,490   | 16,000 |
| 900                                      | 1,590   | 17,100 |
| 1,000                                    | 1,670   | 18,000 |
| 1,100                                    | 1,740   | 18,700 |
| (Maximum for one RMF) 1,200              | 1,780   | 19,200 |

\* When greater than 600 seats, consider the use of multiple RMFs. Use this table to size each one.

#### **STEP 6: Determine Second Component Requirements Based Primarily upon the Adjusted Installation Population**

- Use the **adjusted installation population** (STEP 2) to determine the **second component** of the gross square meter (square foot) requirement for RMFs at the installation from Column 2 of Table 730-83D. The second component is that portion of the requirement which is primarily dependent upon the adjusted installation population. Total second component of **RMF Gross Area Requirement for the installation** = \_\_\_\_\_.

TABLE 730-83D  
Second Component of RMF Gross Area Requirement

| Column 1.<br>Adjusted<br>Installation Population | Column 2<br>Second Component<br>RMF Gross Area<br>sq.m.      SF |        | Column 1 (cont.)<br>Adjusted<br>Installation Population | Column 2 (cont.)<br>Second Component<br>RMF Gross Area<br>sq.m.      SF |        |
|--|---|--------|---|---|--------|
| UP to 500  | 93  | 1,000  | 13,001 to 14,000  | 1,390   | 14,920 |
| 501 to 1,000                                     | 372   | 4,000  | 14,001 to 15,000  | 1,460   | 15,760 |
| 1,001 to 1,500                                   | 411   | 4,420  | 15,001 to 16,000  | 1,540   | 16,600 |
| 1,501 to 2,000                                   | 450   | 4,840  | 16,001 to 17,000  | 1,620   | 17,440 |
| 2,001 to 2,500                                   | 489   | 5,260  | 17,001 to 18,000  | 1,700   | 18,280 |
| 2,501 to 3,000                                   | 528   | 5,680  | 18,001 to 19,000  | 1,780   | 19,120 |
| 3,001 to 3,500                                   | 567   | 6,100  | 19,001 to 20,000  | 1,850   | 19,960 |
| 3,501 to 4,000                                   | 606   | 6,520  | 20,001 to 21,000  | 1,930   | 20,800 |
| 4,001 to 5,000                                   | 684   | 7,360  | 21,001 to 22,000  | 2,010   | 21,640 |
| 5,001 to 6,000                                   | 762   | 8,200  | 22,001 to 23,000  | 2,090   | 22,480 |
| 6,001 to 7,000                                   | 840   | 9,040  | 23,001 to 24,000  | 2,170   | 23,320 |
| 7,001 to 8,000                                   | 918   | 9,880  | 24,001 to 25,000  | 2,240   | 24,160 |
| 8,001 to 9,000                                   | 996   | 10,720 | 25,001 to 26,000  | 2,320   | 25,000 |
| 9,001 to 10,000                                  | 1,070   | 11,560 | 26,001 to 27,000  | 2,400   | 25,840 |
| 10,001 to 11,000                                 | 1,150   | 12,400 | 27,001 to 28,000  | 2,480   | 26,680 |
| 11,001 to 12,000                                 | 1,230   | 13,240 | 28,001 to 29,000  | 2,560   | 27,520 |
| 12,001 to 13,000                                 | 1,310   | 14,080 | 29,001 to 30,000  | 2,530   | 28,360 |
|  |   |        | For each additional<br>1,000 add                        | 78  | 840    |

**STEP 7: Allocate Second Component of Gross Area Requirement to each RMF**

- Apportion the total installation second component Gross Area requirement determined in STEP 6 among each of the RMFs authorized for the installation in STEP 4. Factors to be considered in the apportionment of Gross Area in each RMF are the Installation's Mission, the Installation's Geography, and Religious Programming. The Chief of Chaplains shall approve the apportionment.

- Examples:
1. A large installation with a remote family housing may want one RMF in the housing area and another adjacent to the BEQs.
  2. A training command may want one RMF for students and another for permanent population.

**STEP 8: Determine the Total Gross Area Requirement for each RMF at the installation**

- To determine the total gross area requirement for each RMF at an installation, add the first component requirement (STEP 5) to the second component requirement (STEP 7) and multiply the sum by a factor of 1.1 (this allows for mechanical, electrical and communication equipment spaces).

**Total Gross Area Requirement for the RMF = (STEP 5 \_\_\_\_\_ + STEP 7 \_\_\_\_\_ ) x (1.1)**

**RMF = \_\_\_\_\_ Gross Area**

**STEP 9: Determine the Total Installation RMF Gross Area Requirement**

- Repeat STEP 8 for each RMF at the installation.
- The **total installation RMF Gross Area Requirement** is the **sum** of the **Gross Area Requirements** for each **RMF** at the installation (include any RMF within a hospital which is part of the installation).

**Total Installation RMF Requirement = \_\_\_\_\_ Gross Area**

**II. HOSPITAL RMFs.** To serve patients and staff personnel on duty within composite medical facilities, in-hospital RMFs may be provided. The hospital RMF will be coded as Category Code 730-83. **Space allocated to the hospital RMF is to be included in the installation totals computed above.** Use Table 730-83E to compute Hospital RMFs.

TABLE 730-83E  
Space Allocations for Hospital RMFs

| Hospital Size (Beds) | Gross Area Note (1) |       |
|----------------------|---------------------|-------|
|                      | sq.m.               | SF    |
| 26 to 99             | 34                  | 364   |
| 100 to 199           | 102                 | 1,100 |
| Over 200             | 130                 | 1,400 |

(1). Add an additional 5-10% ( dependent on local conditions) of the buildings gross area for mechanical, electrical, and communication equipment space(s)

**730 84 (RELIGIOUS EDUCATION FACILITY) is Deleted. The criteria is incorporated in RELIGIOUS MINISTRY FACILITIES CCN 730 83.**